



Lidget Green Primary School

Attendance Policy (Pupils)

Approved by the Head Teacher on: 22nd May 2018

To be reviewed on: May 2019

Signed by the Head Teacher: *E. Mevan*

NB. This guidance will be retained for a period of 7 years from replacement.

Version 3 / Dated: May 2018

INTRODUCTION

Regular attendance at school is essential to promote the education of all pupils; it is also a means by which we can support the safeguarding of pupils. We want children to know that their presence in school is important and that they are missed when they are absent or late. The School will take appropriate action when necessary in order to promote the aims of the policy.

AIMS OF THE POLICY

- To maximise attendance of all children.
- To provide an environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated at the school.
- To analyse attendance data regularly to inform future policy and practice.
- To monitor and support children whose attendance is a cause for concern.
- To work in partnership with parents and carers to resolve any difficulty.
- To work closely and make full use of the support from the wider community including the Education Welfare Service and multi-agency teams.

ROLES AND RESPONSIBILITIES

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

- **Governors**
 - To set and monitor progress towards annual targets for attendance.
 - To evaluate the effectiveness of the Attendance Policy.
- **Headteacher**
 - To ensure that effective systems are in place to accurately track individual pupil, group and whole school attendance patterns.
 - To monitor individual pupil, group and whole school attendance and punctuality.
 - To work in partnership with key agencies if attendance or punctuality is an issue.
 - To provide Governors with information to enable them to evaluate the success of policy and practice.
 - To contact parents regularly, through newsletters or similar, reminding them of the importance of good attendance and punctuality.
 - To speak to parents/carers regarding any concerns about their child's attendance.
 - To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- **Class Teachers**
 - To provide, through the class register, an accurate record of the attendance of each child in their class.
 - To pass on to the School Office any reasons for absence given to them.
 - To make the Leadership team aware of any concerns they have about children's attendance and any related impact on learning and well-being.
 - To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

- **Office Staff / Attendance Officer**
 - To prepare, manage and co-ordinate the use of the SIMS Attendance Manager System.
 - To monitor and track attendance patterns for all children and prepare relevant attendance reports when necessary.
 - To contact parents/carers on the first day of their child's absence to establish the reason.
 - To ensure that a satisfactory reason for every absence has been established for each child at the end of each week.
 - To make a judgement in conjunction with the Headteacher whether an absence is authorised or unauthorised
 - To liaise with the local authority regarding children 'missing from education'. See procedure below.

- **Education Welfare Officer**
 - To enforce the law regarding school attendance.
 - To support the whole school response to attendance through regular meetings and monitoring individual children's attendance.

ADMINISTRATION

- The School uses Attendance Manager provided by SIMS to store and monitor its legal responsibilities in relationship to attendance.
- Registers are a vital legal document and teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and afternoon sessions.
- Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance. Failure to complete a register accurately leaves the school vulnerable to complaint from parents or carers and constitutes a risk if an emergency evacuation has to take place.

ABSENCE

Lateness

- School opens at 8.40am
- Pupils arriving after the register has been closed at 8.50 am, will be considered as late.
- Pupils arriving after 8.50 am must report to the Attendance Officer at 'Door C' so that their attendance can be recorded; they will receive a 'late' mark in the register.
- Pupils arriving after 9.15 am must report to the main office and will be officially absent for the morning session.
- Action to address lateness will be taken in line with the school's strategy to improve punctuality.

Illness

- Parents/carers are asked to contact the school on the first day of absence to provide the reason for the absence and, where possible and reasonable, on each subsequent day of absence.

- Where the Attendance Officer is not made aware of the reason for a child's absence they will, wherever possible, contact parents/carers by telephone on the first day of absence. If there is no contact, the child protection team will be informed.
- If there has been no contact for two consecutive days a home visit will be made by the Attendance Officer.
- If any member of staff is concerned about a reason for absence, a member of the Leadership Team should be informed.

Medical or Dental Appointments

Absence from school due to a medical or dental appointment will be considered as an authorised absence. Parents/carers are requested to provide written confirmation of these appointments.

Holidays During Term Time

Absences due to holidays taken during term time can seriously impact on a child's academic attainment. Our policy is to only give permission for children's leave of absence in **the most exceptional circumstances**. In the rare circumstances that permission is given for Leave of Absence, the Headteacher will determine the number of days of absence allowed.

Taking Leave of Absence without the school's permission will result in parents being issued with a Penalty Notice fine of £60 per parent, per child. Where permission has been given for 'Leave of Absence', failure to return within 10 school days of the agreed return date, means that the child may be removed from the school roll.

Other Absence

Other absence from school will be considered on an individual basis and a decision will be made to authorise this or not.

Children Missing Education

Where no satisfactory answer regarding a child's absence is received, the Attendance Officer will use any contact details to try to contact parents. Home visits will be made until it is established whether or not the family are still at the address.

If it is clear (from neighbours or because the house is empty) that the family have left the address, the matter will be referred to the ESW and the Children Missing Education department of the Local Authority.

When the school has been informed that the child has been located either by the local authority or by another school that is admitting the child, s/he is taken off roll. If the child is not located, s/he will be automatically taken off roll after 20 days and the CME department will continue to deal with the situation.

REPORTING TO PARENTS AND CARERS

All absences both authorised and unauthorised, and lateness will be reported to the parent/carer at the end of the academic year within their child's report. Where attendance has been unsatisfactory, under the following guidelines, parents will be given a detailed attendance record for their child.

100%	Excellent
95% - 99.9%	Good
90% - 94.9%	Satisfactory
Under 90%	Unsatisfactory

REWARDS

- Children who achieve 100% attendance are presented with a certificate and an attendance prize at the end of each year.
- Children who achieve at least 98% attendance will be entitled to have an "Attendance" badge sewn onto their school sweatshirt for the following year.
- Good and improved attendance is also rewarded with, for example, positive comments, Dojo points and certificates.
- Learning mentors working with children on their attendance are able to give rewards as appropriate.

ATTENDANCE CODES

The following codes will be used to indicate the reason for absence:

- / \ - Present marks
- L – Late (between 8.50 and 9.15)
- U – Late (after 9.15 – unauthorised absence)
- M – Medical – hospital admission, dental, optician, hospital, doctors
- C – Other authorised absence – general illness, bereavement, family reasons.
- H – Authorised holiday absence
- G – Unauthorised holiday absence
- B – Educated off site
- P – Sporting activity
- Y – Enforced closure

MONITORING AND EVALUATION

Attendance data will be collected half termly to establish patterns of irregular attendance. This will include all children with attendance below 90% and, in addition, children with:

- more than two incomplete weeks
- regular Monday or Friday absences
- repeated lateness
- periods of extended absence
- more than one unauthorised absence

This data will be discussed with the ESW as part of the regular meetings and contact made with parents.

The Headteacher will report back on these discussions to Governors each term.

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Lidget Green Primary School

DFES No: 3802043

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Green Primary School expects all parents/guardians to ensure that their children attend school regularly. Absences due to holidays taken during term time can seriously affect a child's academic attainment. Our policy is to only give permission for leave of absence in **the most exceptional circumstances**. In the rare circumstances that permission is given for Leave of Absence, the Headteacher will determine the number of days of absence allowed.

Taking Leave of Absence without the school's permission will result in you being issued with a **Penalty Notice fine of £60 per parent, per child**.

Where permission has been given for 'Leave of Absence', **if you fail to return your child within 10 schools days of the agreed return date, your child may be removed from the school roll.**

If you still wish to apply for your child to be absent from school, please complete this form and **return it to school before making any travel arrangements.**

Surname of Child		Forename	
D.O.B		Class	
Surname of Parent / Guardian		First Name of Parent / Guardian	
Address of Child Inc. Postcode			
Telephone Number		Emergency Telephone Number	
Reason for absence			
Length of Absence applied for (no of school days)		Destination	
Date of Departure		Date due Back to school	
Parent / Guardian Signature			

SCHOOLS SECTION

Date of meeting with Parents		Head Teacher Signature	
Number of previous applications		Approved L of A	School Days
		Not approved L of A	School Days
Ethnic Origin of Child	Pakistani	White	Bangladeshi
	Indian	Black – Caribbean	Slovakian
	Polish	Czech	Other
Gender of Child	Male		
	Female		

In the event of the child not returning within 10 days of the agreed return date and no satisfactory explanation has been provided for the none return, the child can be removed from the school register and a referral to the Children's Services as a Missing Child. The Education Social Worker will also receive a copy of this form.